5th GRADE KEYBOARDING COMPETENCE
ELEMENTARY SCHOOL SUMMARY
(Assessed and submitted during the <u>final term of the school year</u>.)

District	
School	
Principal	
Keyboarding Teacher(s) and Position	
Evaluator(s) - *If other than keyboarding teacher*	

In general, the statistics reported represent students who have received the following <u>total amount of keyboarding instruction</u>:
- ❑ 1 yr (minimum of 36 hours)
- ❑ 2 yrs (between 36 - 72 hours)
- ❑ 3 yrs (between 72-108 hours)
- ❑ 4 yrs (more than 108 hours)
- ❑ Other (Explain):

<u>Method of keyboarding Instruction</u>:
- ❑ Totally teacher-directed
- ❑ Totally software based
- ❑ Teacher Directed and software enhanced
- ❑ Other (Explain):

<u>Curriculum/Software Used</u> (check all that apply)
- ❑ <u>Keyboard Chatter</u>
- ❑ <u>Keyboard Craze</u>
- ❑ Ellsworth Publishing *Keyboarding for Kids* software and text
- ❑ *UltraKey Keyboarding Tutorial* Software
- ❑ Other Curriculum and/or Software used:

Please provide any <u>additional information</u> you feel is needed to clarify specific situations at your school, i.e. grade level assessed, time spent each week in the computer lab, etc.

District _____ School _____

Using the keyboarding technique criteria listed below and individual student timed writings, summarize the competency for 5th graders at your school who have participated in keyboarding instruction and record the statistics in the following chart.

Mastery (M)	The student knows the keys and keys correctly by touch.
Near Mastery (N)	With more practice, the student will key correctly by touch.
Partial Mastery (P)	The student looks at the keys most of the time.
Minimal Mastery (L)	The student depends on looking at the keys all the time.

Words-a-Minute (Record the best timing for each student based on no more than 3 errors per minute and speed)	**Technique Mastery Level**				**TOTALS**
	Mastery (M)	Near Mastery (N)	Partial Mastery (P)	Minimal Mastery (L)	
Slower than 15 wam					
15 - 19 wam					
20-24 wam					
25-32 wam					
33-40 wam					
41-50 wam					
Faster than 50 wam					
More than 3 errors					
TOTALS					

Summarized by _____ Date _____

Submit this school summary Nadine Bunnell, K-12 Keyboarding Specialist, Utah State Office of Education, 250 East 500 South, PO Box 144200, Salt Lake City, UT 84114-4200, Fax (801) 538-7868, Phone (801) 538-7858, nbunnell@usoe.k12.ut.us during the final term of the school year.